



City Hall Safety Committee Meeting

February 7, 2013

MINUTES

Meeting called to order at 1:35 PM by T. Drew

Present: Todd Drew, Sue Nett, Adam Alix, Vicki Lenz, Pam Captain, Sue Seffker

Excused: Kristi Heim, Kate Clausing

A. Motion to approve minutes from January 3, 2013 made by P. Captain and seconded by S. Seffker - Motion carried.

B. Old Business

1. **MSDS Computer Program** – Drew reported that sheets can be scanned in and the program is in process.

C. New Business

1. **Monthly Safety Topic** – Safety topic – “Don’t be a FOOL follow the 3-point rule” regarding properly getting in and out of vehicles / equipment using three points was distributed and discussed.
2. **Injury Review** – No injuries discussed.
3. **Additional items for discussion** – Issue regarding the handicap entrance sign was expressed, that it is potentially confusing, based on the font size and sign layout it can be mistaken that the entrance is in back. Drew to review and propose changes to the sign to make it more clear.

D. Training

1. **Safety Manual Training Intranet** – All completed
2. **Wellness/ Body Mechanics Training** – Wellness/ Body Mechanics training shall be held on March 12, 2013 in the Company E Room of the library – 2 sessions 10:00am and 1:00pm.
3. **Hearing Screening** – Screening will be conducted at the Health Department parking lot on April 4, 2013 – affected employees will sign up for a designated time.
4. **Additional Training items for discussion** – S. Nett stated that a Policy is being completed regarding conducting injury investigations along with revisions to the injury report form. Training will be conducted – coordinating between HR and CVMIC.

E. Motion to adjourn at 2:15 PM by P. Captain seconded by V. Lenz - Meeting adjourned.